CITY OF RENO - SPECIAL EVENT PROGRAM

Nonprofit Special Event Sponsorship Application

Your sponsorship application and supporting documents will not be considered unless all of the items are received by the final deadline of:

5:00 PM, Wednesday, February 19, 2014

Applicants MUST provide eight (8) copies of all applications. Please do not staple or bind applications, applications may be affixed by paperclips.

Please type applications, handwritten applications will not be accepted.

Applications must meet all submission requirements to be considered for funding.

Applicants will be notified via email of the committee's decisions by:

5:00 PM, Monday, March 3, 2014

Applications are accepted mail or may be dropped off to City Hall. *Applications CANNOT be emailed.*

Drop Off: City Hall, 1 East 1st St., Reno, NV 89505, 12th Floor

Mail: City of Reno, ATTN: Alexis Hill

P.O. Box 1900 Reno, NV 89505

Documents mailed <u>must</u> be postmarked no later than February 18, 2014 to receive consideration.

EVENT OVERVIEW
Event Name
Event Date(s) If your event takes place between January-June in 2014 and 2015 please apply for two years of sponsorship funding. Contact Alexis Hill at hilla@reno.gov for more information on this.
Event Description
Where will the event take place in the City of Reno?

Anticipated City Services Police Price Public Works Parks If you do not know the City Services anticipated for your event please contact the Special Event Program Manager at the City of Reno for a general estimate.			
Anticipated City Services Costs?			
Will this be an annual event in Reno?			
How many years has this event taken place previously?			
Will there be a charge to be a spectator?			
If ticketed, what is the cost of admission? If your event takes place in multiple jurisdictions, please respond for the events that take place in the City of Reno right-of-way.			
CONTACT INFORMATION	_		
Event Organizer/Host Organization			
Contact Person			
Mailing Address			
Physical Address			
Office Phone Cell Phone			
Fax Email			
Event Website			
Other Relevant Websites			
Event Director or Producer			
Address (if different from above)			
Office Phone Cell Phone			
Fax Email			
What other event(s) have been produced by this individual or group?			
(-)			
Projected attendance			

Nonprofit Status		
Is the event organized and conducted by an organization defined in NRS 372.3261 (referenced on page 4 and 5). Please attach the Nonprofit's most recent IRS Form 990.		
EVENT FUNDS		
Will the event's proceeds be given directly to the nonprofit's organizational programs. Please provide details to illustrate this.		
PROMOTIONAL CONSIDERATION		
What special promotional consideration will the applicant give to the City of Reno at the event, such as a booth, banner presence at the event and/or ad space in the event program?		
BENEFIT TO THE GENERAL PUBLIC		
How does the event provide a benefit to the general public as defined by NRS 372.3261 (referenced on page 4 and 5)?		
ACKNOWLEDGEMENTS		
If your event is awarded a City of Reno Sponsorship, you must consent to the following. By checking yes to each statement you are indicating agreement.		
Yes No The City or its representative shall have the right to inspect and copy the records of your organization upon reasonable notice. In addition, if an audit has been performed or is commenced during the term of this Agreement which pertain to your organization, a copy of such audit shall be provided to the City. You agree to keep its books in accordance with an approved bookkeeping system, to retain its books and records, including all records relating to the event, for a period of three (3) years following the execution of this Agreement, and to make such books and records available for inspection by City Staff, or other designated representative of the City, at any time from the effective date of this Agreement until expiration of the required retention period. You understand that the Nevada Public Records Request Act contained in NRS Chapter 239 may be applicable.		
☐ Yes ☐ No You shall work with the City of Reno City Manager's Office if your event is chosen to be surveyed by the Special Events Subcommittee of the Reno City Council.		
☐ Yes ☐ No The City of Reno logo and hyperlink to <u>www.reno.gov</u> will appear on your website.		

☐ Yes ☐ No The	City of Reno may utilize your event's logo(s) and photos in our
marketing and promotional	l efforts for the City of Reno and on behalf of your event.
☐ Yes ☐ No The documents are true and con	e information provided in this application, as well as the supporting rect.
Signature of Applicant	;
Printed Name	
Date	

Please make sure that all required fields are filled in and/or checked. Incomplete applications may be rejected.

Please contact Alexis Hill, Special Event Program Manager at hilla@reno.gov or 775.326.6697 to address questions that you have about the application, application process or sponsorship criteria.

NRS 372.3261 Requirements for organization created for religious, charitable or educational purposes.

- 1. For the purposes of <u>NRS 372.326</u>, an organization is created for religious, charitable or educational purposes if it complies with the provisions of this section.
 - 2. An organization is created for religious purposes if:
 - (a) It complies with the requirements set forth in subsection 5; and
- (b) The sole or primary purpose of the organization is the operation of a church, synagogue or other place of religious worship at which nonprofit religious services and activities are regularly conducted. Such an organization includes, without limitation, an integrated auxiliary or affiliate of the organization, men's, women's or youth groups established by the organization, a school or mission society operated by the organization, an organization of local units of a church and a convention or association of churches.
 - 3. An organization is created for charitable purposes if:
 - (a) It complies with the requirements set forth in subsection 5;
 - (b) The sole or primary purpose of the organization is to:
- (1) Advance a public purpose, donate or render gratuitously or at a reduced rate a substantial portion of its services to the persons who are the subjects of its charitable services, and benefit a substantial and indefinite class of persons who are the legitimate subjects of charity;
- (2) Provide services that are otherwise required to be provided by a local government, this State or the Federal Government; or
- (3) Operate a hospital or medical facility licensed pursuant to <u>chapter 449</u> or $\underline{450}$ of NRS; and
 - (c) The organization is operating in this State.
 - 4. An organization is created for educational purposes if:
 - (a) It complies with the requirements set forth in subsection 5; and
 - (b) The sole or primary purpose of the organization is to:
 - (1) Provide athletic, cultural or social activities for children;
- (2) Provide displays or performances of the visual or performing arts to members of the general public;

- (3) Provide instruction and disseminate information on subjects beneficial to the community;
- (4) Operate a school, college or university located in this State that conducts regular classes and provides courses of study required for accreditation or licensing by the State Board of Education or the Commission on Postsecondary Education, or for membership in the Northwest Association of Schools and of Colleges and Universities;
- (5) Serve as a local or state apprenticeship committee to advance programs of apprenticeship in this State; or
- (6) Sponsor programs of apprenticeship in this State through a trust created pursuant to 29 U.S.C. § 186.
- 5. In addition to the requirements set forth in subsection 2, 3 or 4, an organization is created for religious, charitable or educational purposes if:
- (a) No part of the net earnings of any such organization inures to the benefit of a private shareholder, individual or entity;
 - (b) The business of the organization is not conducted for profit;
- (c) No substantial part of the business of the organization is devoted to the advocacy of any political principle or the defeat or passage of any state or federal legislation;
- (d) The organization does not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; and
- (e) Any property sold to the organization for which an exemption is claimed is used by the organization in this State in furtherance of the religious, charitable or educational purposes of the organization.

(Added to NRS by 1995, 1437; A 1999, 965; 2003, 1283)